



Wallowa-Whitman National Forest
Whitman Ranger District

OUTREACH FOR:

GS-0342-6/7

Baker City, Oregon

The Wallowa-Whitman National Forest is seeking candidates for an opportunity as a Support Services Supervisor. This position is located on the Whitman Ranger District of the Wallowa-Whitman National Forest and serves as the principal Administrative Assistant to the Whitman District Ranger. The primary purpose of the position is to provide for a variety of administrative support services to the employees encompassing the Baker, Halfway and Unity offices.

If you are interested in being considered for this challenging opportunity, complete the outreach response forms located below and send to Jeff Tomac, jtomac@fs.fed.us, **by close of business August 14, 2015**. For additional information on this position, please contact Jeff Tomac, District Ranger, at 541-523-1301.

Position Title: Support Services Supervisor, GS-0342-6/7

Tour of Duty: Permanent Full Time

Duty Station: Baker City, Oregon

Description of Position Duties:

This position is the Administrative Staff member of the District Leadership Team for the Forest. Duties and Responsibilities include and are not limited to:

Supervisory Support Services Functions: Responsible for leadership and supervisory direction to a Warehouse Manager and a staff of approximately 5 employees providing for a variety of administrative services such as purchasing supplies/services, budget tracking of district costpool expenditures, word processing, quarters management, reproduction services, filing and records management, mail services, maintenance of directive and reference materials and personnel for the Unit.

Personnel Services: Responsible for keeping staff informed on current personnel policies, rules, processes and regulations. Initiates and controls processes for ensuring supervisors prepare personnel documentation required for a variety of personnel activities such as position descriptions, personnel actions, performance ratings, re-hire letters and packets and employee orientation.

Property Management: Administers the property management program for nonexpendable equipment. Facilities includes a warehouse, compound grounds, various detached buildings and the main office. Responsible for administering the key card system and other security plans and practices for safeguarding employees and government property.

We are looking for an individual who:

- Has strong interpersonal skills
- Has a positive customer service attitude and good work ethic
- Has strong organizational skills
- Is a team player who enjoys working with others to accomplish a common goal
- Is a self-starter, enjoys a challenge and has excellent problem-solving skills
- Has the ability to cope well with changing direction, multiple priorities, and a fast-paced work environment
- Has the ability to work well with diverse groups of people

Area Information

THE FOREST: The Wallowa-Whitman National Forest is one of the largest and most complex forests in Region 6. It covers more than 2 million acres in two states (Oregon and Idaho) and nine counties. The annual budget is 28 million with 240 permanent employees and approximately 300 temporary and seasonal employees hired annually. High priorities on the Wallowa-Whitman include threatened and endangered species management, water quality and aquatic species habitat restoration.

<http://www.fs.usda.gov/wallowa-whitman/>

The Forest hosts three units comprised of five ranger districts in the communities of Baker City, Joseph, and La Grande. There are three satellite offices located in Halfway, Oregon; Riggins, Idaho; and Clarkston, Washington. The Blue Mtn. Interagency Dispatch Center is located in La Grande and is staffed by employees from the Umatilla and Wallowa-Whitman National Forests and Oregon Department of Forestry. The Forest Leadership Team is comprised of the four district rangers, the customer services, engineering, natural resources, and fire staff, the Deputy Forest Supervisor, and Forest Supervisor.

LOCATION:

Whitman Ranger District: The Whitman Ranger District Office is located in historic Baker City, and is situated in the mountains of Northeastern Oregon on the old Oregon Trail. Surrounded by the Elkhorn, Blue, and Wallowa Mountain ranges, Baker has an elevation of approximately 3,500 feet. It is located on Interstate 84 within 2.5 hours of the Tri Cities (Pasco, Richland, and Kennewick, Washington) to the northwest, and within 2 hours of Boise, Idaho to the southeast. Baker City is a full service community with a population of approximately 10,000. Downtown Baker City is a National Historic District. Cultural and community opportunities include Crossroads Art Center, live theater performances, Community Choir, Oregon Trail National Historic Interpretive Center, museums, art galleries, annual Miners Jubilee Celebration and many other community activities, events, clubs, and lodges.

The district consists of about 700,000 acres of national forest land and is a consolidation of the Unity, Baker and Pine Ranger Districts. Its diverse and complex annual program of work typically includes several large integrated vegetation and fuels projects, administration of 40+ grazing allotments, the administration of 100+ mining claims, processing of several new mining Plans of Operations, many externally initiated special use projects, an active fire season and a healthy dispersed and developed recreation program. The district also has a strong cooperative Youth Program with Baker County.

The district offers many recreation activities, including the Anthony Lakes Ski Area, Union Creek Campground, boating and fishing on Phillips Lake and Brownlee Reservoir, many other fishing lakes and streams, hiking trails, snowmobile trails, picnic areas and campgrounds. With its location near the middle of the Blue Mountain tri-forest area (Wallowa-Whitman, Umatilla and Malheur), it is not unusual for employees to share expertise with the Bureau of Land Management, neighboring national forests, Oregon Department of Fish and Wildlife, Oregon Department of Forestry, National Marine Fisheries, US Army Corp of Engineers and US Fish and Wildlife.

The Whitman Ranger District employs approximately 60 full-time employees. Professionals working at the district include fire, wildlife and fisheries, archeology, engineering, botany, GIS, range, recreation and planning. During the summer months, an additional 50 seasonal employees are hired for work on fire, recreation, range, timber and fisheries field crews.

The following websites provides additional information about the area:

<http://www.bakercity.com/main.htm>

<http://www.visitbaker.com/visitor/>

If you are interested in working as a Support Services Supervisor on the Whitman Ranger District of the Wallowa-Whitman National Forest, please express your interest by filling out the attached form and emailing or faxing the form to:

Jeff Tomac, District Ranger

Email: jtomac@fs.fed.us

For more information about the position:

Phone number: (541) 523-1301

OUTREACH RESPONSE FORM

I am interested in the **Support Services Supervisor** position on the Whitman Ranger District.

Name:

Email Address:

Mailing Address:

Telephone Number:

Agency Employed with:

Type of Appointment:

Current Region/Forest/District:

Current Series and Grade:

Current Position Title:

If not a current permanent (Career or Career-Conditional) employee, are you eligible to be rehired under any of the following special authorities?

Persons with disabilities: _____

Veteran's readjustment: _____

Disabled veterans with 30% compensable disability: _____

Veteran's employment opportunities act of 1998: _____

Student career experience program: _____

Other: _____

PLEASE RESPOND BY AUGUST 14, 2015.

TO: Email: jtomac@fs.fed.us Phone: Jeff Tomac (541) 523-1301